

ESL Services Brock University

Information for Prospective Homestay Families

International students come from all over the world to learn English through ESL Services at Brock University. Students attend 5 hours of English classes daily to learn reading, writing, grammar, speaking and listening skills. Programs are 14 weeks in length and start in **January, May and September**. Shorter programs are also offered throughout the summer.

Homestay families are responsible for:

- Providing students with a friendly, comfortable, and clean environment conducive to learning English.
- Ensuring dinnertime is spent as a family.
- Providing students with a private furnished bedroom including a desk and a window that meets the specified requirements (refer to application form).
- Always speaking English when the students are present and encouraging students to always speak English in the home.
- Treating students like members of the family!
- Clearly communicating reasonable rules and expectations for members of the household. If students do not understand please help by writing them down in a clear and friendly manner.
- Teaching students about Canadian culture and including them in your family traditions.
- Getting to know your student! This is how you will learn about other cultures!

Students are responsible for:

- Keeping their room tidy and clean - this means no food left in the room, garbage emptied regularly, making their bed, and vacuuming regularly.
- Cleaning up after themselves in the bathroom.
- Cleaning up after themselves in the rest of the home.
- Communicating with the family if they are going to be late or won't be home for dinner.
- Following house rules and routines.
- Communicating in English with the family every day!

Meal Options: Families have the choice of providing meals or no meals, although the need for meals is greater.

Meals - Family provides three meals per day (includes a packed lunch with a drink and snacks). Please communicate with your student regularly about food preferences. Food is one of the most difficult parts of living with a Canadian family. Encourage your student to come to the grocery store with you and to participate in making meal decisions - especially what they would like for their lunch. Students typically do not like sandwiches and would prefer to have leftovers for lunch. Although we expect the student to eat Canadian style food most of the time, please ask your student to share a few favourite recipes with you and cook them together for dinner. This is a great way to get to know your student and to help them feel a little less homesick. International foods are readily available in most major grocery stores.

No Meals - Student purchases & prepares own meals. Student has access to family kitchen and cookware.

Remuneration: Families will receive \$750.00 per month for providing Homestay with Meals or \$450.00 per month for Homestay with No Meals. Students will pay families on a monthly basis. It is NOT permissible for families to ask for monies upfront or on a post-dated basis. The 3rd month payment will come directly from Brock, as long as the student has made a deposit with us. It is mandatory that a deposit be made for each term that the student wishes to remain in your home. Our Summer 5-week program runs \$850.00 for Homestay with Meals and \$525.00 for Homestay with No Meals.

Arrival: Students arriving from overseas will usually go directly to their Homestay family - typically 3-5 days prior (or earlier) to the start of the program. Please do not agree to pick your student up at the airport. We recommend Niagara Airbus to our students as a safe and economical choice, we ask that you do the same. You are responsible for communicating with your student and confirming date and time of arrival to your home.

Some of our students are part of a "special group" and will arrive to the International Centre, in this case the Homestay family is expected to pick the student up and take them home. If your student is part of a special group you will be notified in the placement letter and you will be given specific arrival details.

Please communicate with your student prior to his or her arrival - students are very anxious about meeting "the family" and this helps to create a comfortable relationship before the student arrives.

Transportation within St. Catharines: Students in ESL Services will receive a city bus pass on the first day of the program. International students not in ESL Services may be required to purchase their own bus pass. Homestay families are not responsible for transportation to school (**with the exception of the first day of the program**).

Payment: Brock University will pay the Homestay family for the 3rd month homestay payment. Students will pay their Homestay family directly for the first and second months and for the number of days at homestay in the home in the 4th month. Payment is made on a **monthly basis** at the beginning of the month. **Any exceptions to the following policy will be noted on the placement letter sent to you.**

*The student pays for the **first** month. **Please note that students pay only for the number of days they are actually in the home.** For example: if a student arrives on September 4th they pay from September 4th - 30th - 27 days x the daily rate (\$24.50/day, for homestay with meals or \$14.75 for homestay without meals. Payment for the first month is due from the student within the first few days of arrival.

*The student pays for the **second** month on the first day of the second month.

*Brock forwards payment for the **third** month (Fall = November, Winter = March, Spring = July).

*For the **fourth** month the student pays the remaining days (the contract dates are sent to you in the placement letter) or for the full month if they plan to stay another term.

The daily rate is \$24.50/day, for homestay with meals or \$14.75 for homestay without meals. **NOTE:** Please do not take more than one month payment at a time.

If you live on or near a bus route in the St. Catharines or Thorold area and are interested in becoming involved in this program, complete the attached application and return it to:

Email: homestay@brocku.ca

Mail: *Homestay Program*
Brock University
500 Glenridge Ave.
St. Catharines, ON L2S 3A1

Once your application is returned to our office, we will contact you to invite you to an orientation session. Attendance at an orientation session is mandatory. If you choose to continue with the application process you must complete the criminal records check and submit your police clearance forms to Brock University. Forms will be available at the Orientation session. You must complete the forms issued by Brock, clearance forms from a different requesting agency cannot be accepted. A home visit and interview will be conducted to determine if your home is a good fit for our program.

For more information, e-mail homestay@brocku.ca or call 688-5550 ext. 5042.

BROCK UNIVERSITY HOMESTAY PROGRAM

GUIDELINES FOR HOMESTAY FAMILIES

Homestay families are expected to:

- provide three meals a day, seven days a week (includes a packed lunch with drinks and snacks). Ensure that dinnertime is eaten as a family. An evening meal will be prepared and left if the family is not home or if the student comes home late from school; however, this should not in any case become the "norm". This applies to students in Homestay "with meals";
- ensure that your student does not have to cook the evening meal for him/herself on a regular basis. This applies to student in Homestay "with meals";
- interact with the student on a daily basis and include student in family activities;
- ensure that English is spoken at all times when the student is present;
- provide students with a private furnished bedroom with a window that meets fire code (see application). Students must not be asked to share with another student;
- provide each student with a key to the house;
- teach students about life in Canada. This includes customs, traditions, everyday manners, and new foods;
- contact the office if problems arise and work with the coordinator towards resolving problematic issues without resorting to alternative measures such as withholding student belongings in lieu of payment;
- inform the office of all other students or guests in the home, including those who move in after the student arrives and to limit the number of students in the home as required by ESL Services;
- inform the office of plans to be away from the home during the homestay period before accepting a student;
- ensure that the students are not required to baby-sit or pet-sit;
- treat their students with respect and communicate with them regularly.

All families are expected to provide a clean, welcoming, and secure environment for the students. A completed Criminal Reference Check must be submitted for anyone in the home over the age of 12 years before a family will be considered for Homestay. Brock University must be the requesting agency on the CRC form, please contact the Housing Coordinator to attain the appropriate form to take to the Niagara Regional Police.

Brock University reserves the right to move a student without the usual advance notice if a situation is unsatisfactory, or if problems cannot be resolved between family and student. If a family does not meet the requirements or criteria of the Homestay Program, Brock University reserves the right to terminate the family's participation in the program. When a student is moved from a home, the family may be asked to return a portion of their homestay fees or may not receive final fee payments.

Brock University ESL Services



Homestay Family Application

ADDRESS INFORMATION

Street Address: _____

City: _____ Postal Code: _____

Home Phone: _____ Cell Phone: _____

E-mail: _____

HOMESTAY HOST #1

Family Name: _____ Given Name: _____

Birthdate (Year/Month/Day): _____ Gender (Male or Female): _____

Place of Employment: _____ Occupation: _____

Business Hours: _____ Business Telephone: _____

Business E-mail: _____

Hobbies: _____

HOMESTAY HOST #2

Family Name: _____ Given Name: _____

Birthdate (Year/Month/Day): _____ Gender (Male or Female): _____

Relationship to Homestay Host #1: _____

Place of Employment: _____ Occupation: _____

Business Hours: _____ Business Telephone: _____

Business E-mail: _____

Hobbies: _____

OTHER OCCUPANTS IN THE HOUSEHOLD

Name	Gender	Birthdate Day/Mo./Yr.	Relationship to Applicant	School or Occupation

HOME INFORMATION

Location of home: South North East West Central

Major intersections nearby: _____

Time required to walk to closest city bus stop: _____

Type of home: Apartment Townhouse Bungalow Raised Bungalow Two-storey
 Backsplit Sidesplit

How many extra bedrooms are available for students? _____

Bedroom location in house (Second floor, main floor, basement)	Size of BED in the room (single, double, queen)	Desk INSIDE or OUTSIDE of room	Amenities in the bedroom	Window size *See below

We prefer that students be placed in main floor or upper level bedrooms, but if necessary, basement bedrooms must meet fire codes (see below) and the basement must be completely finished as living space (laundry room is the exception).

What type of internet is available for the students? Bedroom is wired Wireless

Which of the following do you have in your home? Swimming Pool Piano Air Conditioning

*** Window: Please verify that the bedroom (s) that you are providing for the students are in accordance with the specifications listed below.**

THE STANDARDS SET BY THE FIRE DEPARTMENT ARE AS FOLLOWS:

- **When the window has been opened, the opening must be 15" X 15"**
- **If there is a window well, the amount of space from the window to the perimeter of the window well must be 21 5/8"**

ABOUT YOUR FAMILY

Has your family ever been a Homestay family? Yes No

If yes, please provide details: _____

Why do you want to become a part of this program and have an international student living in your home?

What languages are spoken in your home? _____

What language is spoken predominantly? _____

Do any members of your household smoke? Yes No

Does anyone smoke inside of the home? Yes No

Do you have pets? Yes No

If yes, please specify the type/breed and number: _____

FAMILY SCHEDULES AND ROUTINES

International students who apply for Homestay look forward to spending time with their Homestay family in the evenings and on weekends. Homestay families are required to involve students in daily family activities, outings, and events which will familiarize students with the area, Canadian culture, and help them feel at ease with the family and in the home.

Please give a general description of your family's normal daytime routine and evening/weekend commitments.

Please outline the activities that you enjoy and the kinds of leisure activities you can offer to share with a student.

STUDENT PREFERENCE

We have a greater need for host families who are available to host male students or who have no gender preference.

Your Preference of Student: Male Female Either Gender
 Non smoking only Can smoke outside only Can smoke inside the home

Your Choice of Programs: Homestay with Meals Homestay without Meals (you must provide kitchen facilities)

Can you accommodate a student with any of the following dietary restrictions?

No Pork No Beef No Chicken Vegetarian Low calorie/low fat

SAFETY INFORMATION

All approved homes must have a working smoke alarm on every floor and one CO detector.

Do you have a working smoke alarm on every floor? Yes No

Do you have a working CO detector? Yes No

Does your household have an established fire drill procedure? Yes No

Is your property/fire insurance in effect if you have a paying border? Yes No

ADDITIONAL INFORMATION

Please feel free to provide any further information that might be useful to us:

Date: _____ **Signature of Applicant:** _____

How did you hear about this program? _____

****Please note:** completion of this application does not guarantee acceptance into the Brock University Homestay program. Those being considered for the program will be contacted and invited to an orientation session.

September 2013

BROCK UNIVERSITY HOMESTAY PROGRAM

Brock University/Homestay Family Contract

Brock University's English as a Second Language (ESL) Program is housed in the International Centre located on the East campus of Brock University in St. Catharines. ESL Services runs the Intensive English Language Program (IELP) year round with start dates in January, May, and September. Terms are 14 weeks in length. In addition, a special 5 week program is run in the Summer starting in July. The department also offers customized English language programs throughout the year.

The IELP has 6 levels - students may participate for varying lengths of time, from 14 weeks to 2 years. Between sessions students have a break of approximately 2 weeks. In addition there is a 1 week holiday in mid-February (Reading Week), a 1 week holiday in late June (Reading Week), and a 1 week holiday in mid-October (Reading Week).

Upon successful completion of ESL Services' IELP/Act/BUIFP, academically qualified students may enter into University Programs without writing the TOEFL or any other English proficiency exam. Students in our program come from many different countries and range in age from approximately 18-65 years old. The majority of students are between 18 and 25.

When students register with ESL Services, they are offered the choice of living on their own, living in residence during Spring and Summer, or staying with a Homestay family. We believe that the Homestay family experience is the best choice as it gives a student a home away from home, more opportunities to use English -as **English is expected to be spoken in the home at ALL times-**, and support to assist them in the acculturation process.

A positive Homestay experience is essential to student success. This is why we strive to find the very best Homestay families for our students. Expectations of Homestay families include, but are not limited to:

1. Acknowledge that the primary consideration in hosting a student is for purpose of **improving their grasp of the English language and the cross-cultural experience.**
2. Each family member in the home over the age of 16 years old will complete a Clearance Certificate for this program, through the Niagara Regional Police (forms will be issued by Brock University).
3. The family will inform Brock University of any other person's in the home other than the family members listed on the original application form;
4. Treat the student with kindness and respect and expect the same in return;
5. Interact with and **speak English with the student on a daily basis and include the student in appropriate family activities;**
6. Acknowledge that you will be involved in "life skills training" for your student, particularly with respect to food, laundry, time management, cleaning (their dishes and their room - not major housework);
7. Provide three meals a day as well as snacks. Dinner is prepared by the host and dinner time is spent as a family and inclusive of conversation and interaction. If there is a rare occurrence when you are not able to prepare an evening meal there should be adequate food and instructions available for the student to make their own meal or prepared meals left for the student to eat. A variety of healthy foods should be served with limited convenience or frozen foods;
8. Provide the student with a private bedroom, which should include bed with a clean mattress cover, a dresser or closet, and a study area;
9. Provide a house key to the student;
10. **Ensure that the home is clean and comfortable. This includes a comfortably furnished bedroom, clean common areas of the home, a welcoming entrance (curb appeal). Floors should regularly be cleaned (vacuumed, mopped, baseboards wiped), walls should be clean of dirt and fingerprints (including doorknobs and light switches), kitchen counters should be**

clean (with no pets on them), appliances should be clean, bathrooms should be clean (including tubs, toilets, sinks, and mirrors). One of the most common complaints heard from students is that homes are not clean. A new student will be most comfortable in a clean and tidy home. Please remember that if you are participating in the homestay program you are representing Brock University and are the face of a Canadian family;

11. Acknowledge that all costs associated with hosting a Brock University student are to be covered by the \$750.00 (meals) or \$450.00 (no meals) monthly fee received as the homestay fee. This fee includes access to the internet, students should be free to use the internet daily for homework and to keep in touch with friends and family;
12. Inform Brock University's Homestay Program if you will be leaving the student alone while you are away for more than one day;

The following sets out the expectations Brock University has for those participating in the Homestay program:

1. By registering for the Homestay Program, both student and family commit to the length of the term. However, Brock University reserves the right to move a student if a situation is unsatisfactory or if problems cannot be resolved between family members and student. This move will be the sole decision of Brock University but will include consultation with the family. When a student is moved, the Homestay family will not be paid any further hosting fees and a credit back to the student may be required of the family;
2. Every term students are free to choose their living arrangements. Students who wish to remain in Homestay must fill out a Request to Extend Homestay form and pay a deposit for any subsequent terms they wish to remain in Homestay. The deposit is to be paid to the Finance Office and the receipt and form to be submitted to ESL Services no later than 8 weeks prior to the start of the next term. The payment/fee schedule on the application form shall be followed;
3. The student pays the Homestay family \$750.00 (meals) or \$450.00 (no meals) rate per month for the 14-week session. Only one month payment at a time may be received. The third month of the 14-week session is paid directly to the family from Brock University, using the deposit made by the student for the term;
4. Difficult situations sometimes arise. Sometimes this is due to miscommunication, sometimes due to difficulty transitioning to Canadian lifestyle, and sometimes due to difficulty having a person with a different culture joining your household. Most situations can easily be resolved without intervention -we ask that you first try to gently communicate with your student about your house rules and expectations, also ask your student what their expectations are. If you are unable to easily resolve the situation or if the situation is serious Brock University's ESL Housing Coordinator is to be the liason between student and family;
5. Homestay payment should be made within a few days of the students arrival to the home. Initially there may be a small delay as a student will need to set up a Canadian bank account. After a few days if the student has not paid or mentioned the Homestay fee, please contact the office so that we may communicate with the student regarding any financial matters;
6. If a Homestay is arranged and a student is unable to obtain a study permit to come to Canada, the Homestay will be cancelled without compensation to the family. We strive to avoid these situations but sometimes they are unavoidable. We will do our best to replace the student with another applicant if at all possible;
7. Homestay families will be contacted at the start of the 3rd month of every term to update availability for the next term and notify the office of any changes in the household- new members, kids moving out, new pets, pets that are no longer with you, etc.;

We further confirm the following:

1. The Homestay family agrees that Brock University is not liable for any loss or damage to their home caused by the student. Students are responsible for their own debts, conduct, and actions while in the Homestay program.

2. Brock University has informed us, the Homestay family, that it is advised that we inform our insurance carrier that we have student(s) living in the home with the family. We are responsible for ensuring we have appropriate home-owners/tenant insurance in place.
3. Homestay families must provide a receipt to students for payment every month (including the month forwarded by Brock University). The receipt must include the student's full name, the Homestay family name, address, signature, and the amount paid (broken down as: Room \$450 and food \$300 for those on the meal plan).
4. Families are not to pick students up at the airport. Students will either come directly to your home or if they are part of a group they may arrive to the University and you will be asked to pick them up here. For students that are not part of a group we recommend Niagara Airbus or a similar transportation company and ask that you do the same.
5. Homestay placements and/or removals will be conducted at the sole discretion of Brock University. Brock University will never guarantee a Homestay placement to a family.
6. Completion of the application process does not guarantee that Brock University will place students in a family home.
7. Past participation in the program does not guarantee that Brock University will continue to place students in a family home.

In accordance with Brock University's Respectful Work and Learning Environment Policy and the University's commitment to human rights and equity, ESL Services does not discriminate against applicants, Homestay families, and students on the basis of age, race, gender, colour or nationality, ethnic origin, or family size/makeup or any other protected ground.

I understand that for students to be immersed in the English language and culture, they should be given full opportunity to use English in the home. Students should be treated as much as possible as members of the family, in a friendly and clean atmosphere, and encouraged to participate in some of the family's cultural and social activities. Students should not be expected to do household chores (except in their room), nor do their own cooking if they are provided with room and meals (unless they offer to help). They should also eat and have access to the same food as the rest of the family.

The undersigned, being the adult members of the Homestay family, have read, understood, and agreed to the terms and conditions as set out above.

Homestay Applicant #1 Name (Please Print)

Homestay Applicant #1 Signature

Homestay Applicant #2 Name (Please Print)

Homestay Applicant #2 Signature

Date: _____